

Request for Repair Tenant / Landlord Notification Letter

Address: _____ Apartment No: _____

LANDLORD / PROPERTY MANAGER	TELEPHONE

Dear Landlord:

I would like to request that you make some repairs in the dwelling that I am renting from you. I () have () have not told you about these problems. *(check applicable items)*

- () The problems have existed for about ___ days / ___ months.
- () Repairs have been attempted, but the problem remains.
- () You have promised to repair these problems and have not done so.

The problems are: *(Please print legibly)*

Location:

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Thank you for your attention to this matter. You can reach me at _____ - _____ to schedule the repairs, the best time to call is _____ AM/PM.

Optional: () I authorize you to enter the unit and make the repairs at the following times:
between _____ and _____ on _____, ____ / ____ / ____

Sincerely,

TENANT ____ / ____ / ____
date

LANDLORD OR AGENT ____ / ____ / ____
date

Proof of delivery: () in person, () to office, () mail, () certified mail